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MINUTES OF THE COUNCIL ON ACADEMIC AFFAIRS

July 28, 1983

The meeting was held at 2 p.m., July 28, 1983, in the Effingham Room of the University Union.

Members present: Dr. Bartling, Dr. Buchanan, Dr. Doughty, Ms. Lasky, Dr. McAlister, Dr. Quivey, Ms. Gail Redeker, Mr. Settle, Dr. Wohlstein, Dr. Pat Wright, Mr. Jay Zanton, and Vice President Rives. Absent: Mr. John Cole.

Visitors: Dr. John Wright, Dr. Helsel, Dr. Soderberg, Dr. Voelz, Dr. Barger, Dr. Hal Anderson, Dr. Vogel, Mr. J. K. Johnson, Dr. DiPietro, Dean Joley, Dr. Ruth Dow, Dr. Summers, and three students.

I. Minutes of June 23.

The minutes were approved as published.

II. Communications.

1. From Vice President Rives - Report of academic waivers approved and denied by academic deans during the month of May, 1983 - 6/20/83.
2. From Graduate Steering Committee, Dept. of Music - Proposed new course, MUS 4950, Accompanying - Agenda Item 83-29 - 7/13/83.
3. From Vice President Rives - Executive Officer's Report - (to be published in minutes of next meeting) - 7/15/83.
4. From Dr. John Wright - Justification for numbering of TED 4075 - 7/12/83.
5. From Dr. John Wright - Revision of outline for TED 4002 (old Agenda Item 82-23).
6. From Mr. Cal Campbell - Opposition to Agenda Item 83-21 - 7/25/83.
7. From Dr. Buchanan - Revised course outline format - 7/14/83 & 7/28/83.
8. From Dean Williams - Stating that CGS had approved the revision of MAT 4820 and new course MAT 4800 - 7/13/83.
9. From Dr. John Wright - Justification for TED 4074 - 7/12/83.
10. From Dr. Quivey - Concerning drafts of new course proposal format - 7/25/83.
11. From Task Force on International Education.
12. From Dr. Buchanan - Informing the Council that there will be a new graduate catalog published this year and the deadline for new or modified courses numbered 4750-5000 is October 4, 1983 - 7/27/83.

III. Executive Officer's Report.

1. Dr. Rives informed the Council that Eastern will be receiving program funds in the amount of \$360,000 for FY84 in order to add faculty positions in high demand areas, for upgrading of equipment in Technology, and for computer laboratories. Also, the Board has received additional funds for the five universities under its jurisdiction for FY85.
2. Dr. Soderberg is chairing the NCA reaccreditation process committee.
3. Dr. Buchanan will serve as Acting Dean of the Graduate School for 1983-84.
4. The following changes become effective Fall 1983:
 - a. BED 3300 - change prerequisite to: "Not open to students who have completed or who are enrolled in FIN 3720."
 - b. GER 2020 - Renumber and change title to: 2220, German for Business Communication.

IV. Guidelines on Cooperative Education and Internship Programs - (Agenda Item 83-27).

Dr. Quivey asked for clarification on why this is on the agenda at this time. Dr. Rives answered that it is his perception that we had a faculty task force working for a year; they came up with recommendations, two of which were controversial. The remainder were not controversial and he was asking the

CAA to adopt policy on the remainder. After considerable discussion, Dr. Wohlstein moved to consider the proposal. The motion died for lack of a second. (This removes the item from the agenda.)

V. Proposed New Course, MUS 4950, Accompanying - (Agenda Item 83-29).

Ms. Redeker moved and Dr. Wohlstein seconded the motion to approve. Voting will be later.

VI. Proposed New Course, TED 4003, Research, Experimentation & Development in Technology - (Agenda Item 83-23).

Dr. Wright presented the proposed new course, TED 4003 and he and Dr. Helsel answered questions concerning it. Dr. Wohlstein moved and Mr. Settle seconded the motion to reconsider and approve the course. The statement concerning credit was amended as well as the prerequisite. Voting on the motion to approve resulted in it passing unanimously to become effective Spring 1984. This action approved:

TED 4003. Research, Experimentation and Development in Technology.
(1-4-3) (Course may be repeated in a different technical
area on a (0-4-2) basis.)

VII. Proposed New Course, JOU 3950, Special Topics - (Agenda Item 83-25).

Dr. Voelz presented the proposed new course and answered questions concerning it. After a revision of the prerequisite, voting on the proposal resulted in it passing unanimously to become effective Spring 1984. This approved:

JOU 3950. Special Topics. (3-0-3)

VIII. Request for MAT 4810 and 4820 - (Agenda Item 83-26).

Dr. DiPietro presented the proposal and he and Dr. Anderson answered questions concerning it. MAT 4810 was renumbered 4800. Voting on the motion to approve resulted in it passing unanimously.

Voting on the revision of MAT 4820 resulted in it passing unanimously.

These actions approved the following to be effective Fall 1983:

MAT 4800. Diagnosis, Remediation and Technology in Teaching Mathematics K-12. (1-2-2)

MAT 4810 - Delete end Summer 1983.

MAT 4820 - Change title to: Algebra and Geometry for Elementary and Junior High School Teachers. and change prerequisite to: MAT 1220 and junior standing or permission of the department chairperson.

IX. Request to Change Credit for HEC 3090 - (Agenda Item 83-28).

Dr. Vogel presented the proposal and she and Dr. Dow answered questions concerning it. After discussion, Dr. Wohlstein moved and Dr. Doughty seconded the motion to table the proposal until the first meeting of the Council in the Fall Semester, 1983. The motion carried unanimously.

X. New Course Proposal Format.

Dr. Wohlstein moved and Dr. McAlister seconded the motion to accept the proposed format. The motion carried unanimously. (The format is attached to these minutes.)

XI. Expression of Appreciation.

Dr. Buchanan expressed appreciation to the members for their cooperation during the past year when he served as chairperson and to the retiring members: Dr. Bartling and Mr. Settle. (The Recording Secretary of the Council wishes to express her appreciation to Dr. Buchanan for his excellent leadership and for his service to the Council these past three years. He made my job very easy.)

Dr. Buchanan also welcomed Dr. Soderberg who will represent the Vice President for Academic Affairs while Dr. Rives is serving as Acting President.

The meeting adjourned at 3:35 p.m.

Mary McElwee
Recording Secretary

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ANNOUNCEMENT OF MEETING
Tuscola Room, University Union
September 1, 1983 - 2 p.m.

Agenda:

- +*83-21. Proposed revision of grading policy.
- *83-24. Request to allow TED 3162 to count as humanities credit.
- +*83-28. Request to change credit for HEC 3090 to (3-0-3).
- *83-29. Proposed new course, MUS 4950, Accompanying.

*Motion on floor
+Tabled.

Council on Academic Affairs
New Course Proposal Format

1. Catalog Description in the style of the University Catalog, showing: (a) course number, (b) title, (c) meeting times and credit such as (3-0-3), (d) term to be offered (F, S, Su), (e) short title -- not to exceed 16 characters, including spaces, (f) course description -- not to exceed four lines, and (g) prerequisite(s). Do not abbreviate in (f) or (g).
2. Outline of the course, specifying units of time (e.g., for a 3-0-3 course, 15 weeks of 45 fifty-minute class periods) for each major topic in the outline. Provide clear and sufficient details about content and procedures so that possible questions of overlap with other courses can be addressed. Indicate how students will be evaluated -- examinations, written reports or research papers, projects, oral presentations, etc. The approved outline becomes the official description of the course until altered by action of the Council.
3. Implementation
 - a. Faculty member(s) to whom the course will be assigned initially.
 - b. Text and supplementary materials to be used, including publication dates.
 - c. Special projects or laboratory experiences and an estimate of cost requirements.
 - d. Term to be first offered.
4. Rationale
 - a. Purpose and need.
 - b. Justification of the level of the course and the prerequisites.
 - c. Similarity to existing courses and/or effect upon programs in other departments. Catalog descriptions and official course outlines (VPAA office) of existing courses should be examined carefully. If substantial duplication of course content is suggested or a program change outside the department is necessitated, the new course proposal should be discussed with the appropriate chairpersons, deans, or curriculum committees. Paragraph 4c should include a written statement of the reactions of these people to the proposal.
 - (1) If similar to an existing course, to what extent?
 - (2) If similar to an existing course, justify the new course.
 - (3) Course(s) to be deleted if the new course is approved.
 - (4) What programs must be modified if the course is approved?
 - d. Required or elective. Specify programs, majors, or minors in which course is to be required or used as an approved elective. If the proposed course causes a change in a major, minor, etc., submit a separate proposal requesting that change along with the course proposal. Provide a copy of the existing program in the current catalog with the requested changes noted.
5. Community College Transfer. Will transfer credit from a community college be accepted as equivalent to the proposed course in meeting program requirements? The response "A community college course may be judged equivalent to this course" allows the department the option of assigning program credit if appropriate. The response "A community college course will not be judged equivalent to this course" precludes such assignment. In general, community college equivalency is appropriate only for Eastern's 1000 and 2000-level courses; with sufficient justification, however, a department may determine a community college course equivalent to a 3000-level course. Community college courses will not be accepted as equivalent to Eastern's 4000-level courses.
6. Date approved by the department _____
7. Date approved by the College or School curriculum committee _____
8. Date approved by CAA _____